

## **Contract Final Process**

### **SiteManager**

March 2008

#### ❑ Acronyms

CASB, Construction Administration Services Bureau

CC, Certificate of Completion

CRB, Civil Rights Bureau

DCE, District Construction Engineer

DEO, District Engineering Officer

FHWA, Federal Highway Administration

#### ❑ Process

1. The 90% Complete Memo is submitted.
  - a. The EPM emails the 90% Complete Memo to the DEO.
  - b. The DEO adds their costs, saves the file to the Contracts share drive, and enters the key date.
2. The EPM suspends time assessment when the physical work is complete (just need to do a final inspection).
3. Project inspections are completed.
  - a. The contract is inspected by the EPM, DCE and contractor.
  - b. The General Storm Water Permit close-out checklist is completed by the EPM and contractor.
    - ☞ The Maintenance Superintendent, Environmental Engineering Specialist, District Biologist, Agronomist, and county or city personnel, if applicable, are invited to the inspection.
  - c. The contract is re-inspected, if needed, to ensure all punch list items are complete.
4. The EPM enters the Final Inspections key date.
5. The EPM enters the General Storm Water Permit Turnover event when the permit is transferred to Maintenance or the local government.
6. The Contractor's Final Inspection form (CSB105\_15\_2) is completed.
  - a. The contractor submits the completed form to the EPM.
  - b. The EPM signs the form.
  - c. The EPM enters the Substantial Work Complete event. Contract time is discontinued.
  - d. The EPM sends the form to the DEO, who obtains the DCE signature.
  - e. The DEO scans the form, saves it on the Contracts share drive, and logs it in the Correspondence Log.
  - f. The DEO sends the original form to the CASB.
7. The CASB performs the final review of liquidated damages, if disputed.
8. The CRB generates the Final Labor Certificate and enters the Final Labor Certification key date, if applicable.
9. The Materials Bureau generates the Final Materials Certificate and enters the Final Materials Certification key date.

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10. The project final is completed.
  - a. The EPM checks the project quantities and assembles all documents external to SiteManager. They complete the surfacing history report, mileage comparison memo and send the plan discrepancies/evaluation email.
    - ☐ The EPM generates a progress estimate. The estimate is approved and paid if it is greater than \$500.
  - b. The DEO checks the project final.
    - ☐ If corrections are required, the DEO creates a DWR. When complete, the DEO notifies the EPM.
    - ☐ The EPM approves the quantities on a Diary.
    - ☐ The EPM generates a progress estimate. The estimate is approved and paid if it is greater than \$500.
  - c. The CASB checks the project final.
    - ☐ When everything is complete, CASB notifies the EPM.
    - ☐ The EPM adds the final 1% of mobilization on a DWR, approves it on a Diary, and generates the final estimate. It is not approved at this point.
11. The Contractor's Request for Certification and Acceptance form (CSB105\_15\_3) is completed.
  - a. The CASB sends the draft final estimate and form CSB105\_15\_3 to the contractor.
  - b. The contractor submits the completed form to the EPM.
  - c. The EPM faxes the unsigned form to the CASB.
  - d. The CASB sends an email to the EPM indicating whether or not there are any issues.
    - 1) If there are issues, the EPM rejects the form, indicating the reason(s).
    - 2) If there are no issues, the EPM approves the form and enters the Contractor's Final Estimate Review event.
11. The CC is generated.
  - a. The EPM initiates the CC and enters the Issuance of CC event.
  - b. The EPM sends the CC and the original form CSB105\_15\_3 to the DEO.
  - c. The DEO collects the District signatures on the CC.
  - d. The DEO sends the CC and the original form CSB105\_15\_3 to the CASB.
  - e. The CASB collects the headquarters signatures on the CC and enters the Contractor Final Release critical date.
  - f. The CASB scans the CC and form CSB105\_15\_3 and saves them on the Contracts share drive.
12. The CASB sends the final estimate to Accounting and the contractor is paid.
13. The CASB submits completed CCs to the Transportation Commission . They give final acceptance at their next meeting. When approved, the CASB enters the Accepted Date.
14. If the contract is full-oversight, FHWA issues a federal concurrence.
15. The contract is closed to Accounting.